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ABSTRACT

In keeping with a primary mission of Maryland community colleges--to provide comprehensive continuing education for state residents--the State Board for Community Colleges encourages each college to provide a broad range of courses and services to meet the unique needs of respective service area residents. The Board also recognizes that state funding priorities must be established and that certain activities and courses not be supported by state funds. This manual, divided into nine chapters, sets forth the guidelines and procedures that relate to state participation in approving continuing education courses. Chapter 1 deals specifically with guidelines and procedures and covers such items as enrollments, course funding, fees, and approval, recordkeeping, and courses offered jointly by two or more institutions. Chapter 2 covers evaluation criteria for noncredit courses, both those funded by the state and those not funded. Chapters 3, 4, 5, and 6 explain how to fill out state required course approval and funding forms. Chapter 7 describes resubmission procedures relative to state funding, new course titles and numbers, and increases/decreases in course hours. Chapters 8 and 9 discuss appeal and biannual review processes, respectively. A glossary of terms is appended. (TR)

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Maryland Community Colleges

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Continuing Education Manual

Maryland State Board for Community Colleges

sbcc

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JC 780 319

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES

CONTINUING EDUCATION MANUAL

ANNAPOLIS, MARYLAND 21401
JULY 1978

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PREFACE

A primary mission of Maryland community colleges is to provide comprehensive continuing education for the citizens of Maryland.

The State Board for Community Colleges encourages each community college to provide a broad range of courses and services to meet the unique needs of the citizens residing in its respective service area. The State Board for Community Colleges also recognizes that State funding priorities must be established and that certain public service activities and courses must not be supported by State funds.

This manual sets forth the guidelines and procedures relating to the process for State participation in approved continuing education courses in Maryland community colleges.

The State Board for Community Colleges appreciates the assistance and technical advice rendered by the Deans and Directors of Continuing Education of Maryland community colleges in the development of this manual.

RESOLUTION

WHEREAS, Maryland community colleges have developed a variety of continuing education course offerings which have significantly expanded adult learning opportunities for the citizens of the State of Maryland;

WHEREAS, Continuing education courses in Maryland community colleges provide the citizens of Maryland with courses which are convenient, low-cost, and of high quality;

WHEREAS, Maryland community colleges, as providers of continuing education, have developed a variety of instructional offerings for the upgrading of employee job-related skills to assist business and industry;

WHEREAS, Continuing education courses in Maryland community colleges have provided a network of public service courses, as well as accessible career development and developmental educational offerings which foster the enhancement of the quality of life for all citizens of the State of Maryland;

WHEREAS, Maryland community colleges, as providers of continuing education, offer a vital service to Maryland citizens served by the community colleges and demonstrate the commitment of the community colleges to the concept of education as a lifelong process;

NOW, THEREFORE, BE IT RESOLVED, That the Maryland State Board for Community Colleges reaffirms its encouragement and support of the colleges for their development of continuing education courses as stated in this Board's Resolution of January 1971. Further, the Board recognizes the significant contribution this aspect of the community college system has made by providing varied and excellent educational services and opportunities to the citizens of the State of Maryland.

Adopted by
Maryland State Board for Community Colleges
May 1978

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I. GUIDELINES AND PROCEDURES

The following guidelines and procedures for State participation in continuing education courses have been adopted by the State Board for Community Colleges. Procedures governing payments to the community colleges are contained in the State Board for Community Colleges *Financial Guidelines and Procedures Manual*.

- Enrollment information shall be submitted to the Board for all non-credit courses taught by the community colleges during each fiscal year.

- Continuing education courses shall be approved for State funding based upon a review by the SBCC of course titles, course descriptions, and course objectives.

- Continuing education courses which are approved for State funding shall be conducted in accordance with the approved description and objectives and must be advertised consistently under the title approved by the SBCC.

- Continuing education courses shall be taught for a minimum of five contact hours to be eligible for State funding.

- Recreational courses may <u>not</u> be approved for State funding.

- Approval for State funding of a continuing education course shall be for a period of not less than two fiscal years unless the college has been otherwise notified in writing by the SBCC.

- New submission and evaluation criteria for State funding may not be applied retroactively to approved continuing education courses.

- Student enrollment records for continuing education courses shall be retained by the colleges for a period of not less than five years.

- When State or federally funded contracts and/or grants pay for program and/or course costs, State aid may <u>not</u> be paid for that portion of credit or equated credit full-time equivalent students whose total costs are funded by grant or contract. Colleges may make requests to the Board for specific exceptions to this policy.

- When two or more community colleges jointly sponsor a continuing education course, participating students shall be enrolled, recorded, and registered by the institution which will ultimately submit them for State funding.

- A community college shall receive prior approval from the SBCC before entering into a contractual agreement with any organization or institution which offers instruction leading to the generation of credit or equated credit which shall be submitted for State funding.

- All students enrolled in continuing education courses approved for State funding shall pay tuition and/or fees unless otherwise specified by State law.

- Community colleges may not receive State funding for students under sixteen years of age enrolled in continuing education courses.

- High school students concurrently enrolled in continuing education courses which are part of their high school curriculum may not be submitted for State funding.

- Community college employees who are enrolled in continuing education courses on a tuition-free basis, either through tuition waiver, tuition payment-reimbursement, or by direct finance of the course work by individual college departments, may not be submitted for State funding.

- Instruction in continuing education courses shall involve direct faculty and student contact.

II. EVALUATION CRITERIA FOR NONCREDIT COURSES

There are two major categories of courses that comprise the noncredit curriculum of Maryland community colleges--courses for which State funding is requested and courses for which State funding is not requested. Procedurally, the SBCC handles the two categories differently.

Courses Submitted for State Funding.

All continuing education courses in which the enrolled students are to be submitted for State funding are individually reviewed and evaluated by the SBCC Director of Continuing Education. The review is based on the following criteria:

Descriptive information for each continuing education course is submitted to the State Board for Community Colleges on the SBCC-CC-10 form. The course description, course objective, and course title listed on the CC-10 must illustrate the skill or knowledge to be developed and the student outcomes expected for each continuing education course. Continuing education courses are normally deemed eligible for State funding when the submitted CC-10 information contains clearly-defined course descriptions and objectives which focus on the areas of vocational-technical education, industrial training, developmental education, consumer education, community development, and health and safety education.

Courses are given special consideration for State funding when they fulfill supplemental, certification, licensure, or relicensure educational requirements for professionals within the community colleges' service areas, when they provide compensatory educational requirements for the disadvantaged, when they provide learning opportunities for the elderly, and when they provide educational and training opportunities for the handicapped.

Courses offered to students restricted to nursing homes, hospitals, or public institutions of confinement are reviewed individually on the basis of their educational and social expectations.

Courses for which State Funding is not Requested.

The State Board for Community Colleges maintains a file of all noncredit courses and activities offered in Maryland community colleges which are not submitted for State funding. There is no review made of these courses and activities. Colleges yearly submit listings which include the title, course hours, and course numbers for such courses. Courses in this category usually fulfill the community service needs of each college service area.

III. INSTRUCTIONS FOR COMPLETION OF SBCC-CC-10 FORM

The SBCC-CC-10 form, Continuing Education Courses for State Funding, can be obtained from the State Board for Community Colleges offices. The form, which is color coded to illustrate the fiscal year reviewed by the State Board for Community Colleges, may be submitted throughout the school year; however, SBCC-CC-10 forms received by the SBCC less than 30 days prior to official State aid payment dates of November 1, March 1, and June 30 will not be included in the State aid request as evaluations will not have been completed in time for the approved courses to be included in State aid payments.

The SBCC-CC-10 form, which must be typed with all relevant areas completed, is to be forwarded in groups of no more than 25 forms to the attention of the Director of Continuing Education, State Board for Community Colleges. The SBCC-CC-10 forms must be accompanied by a transmittal form (SBCC-CC-11) listing the courses which are being presented for review.

All continuing education course description material on the SBCC-CC-10 is to be submitted as follows:

Side 1

Course Title - The proposed title of the continuing education course must accurately represent the course content and shall also be the title that will be used in all publications, advertising and/or news releases for the course.

College - Identification of the community college proposing the course appears in this section.

Target Population - If the continuing education course being described is created solely for the benefit of a specific segment of the community or if the students served by the continuing education course indicate a change in designation for funding, this should be so indicated.

Course Description and Objectives - The course description and objectives should be succinct statements of the objectives of the course, the skill or knowledge to be taught, and the expected student outcomes.

Supplemental College Comment - The supplementary information section may be used to provide the SBCC with any nondescriptive information pertaining to the continuing education course's community support, reference to any special studies supporting implementation of the course, information pertaining to special

licensing and certification received upon completion of the course, or any other information establishing the need for the course in the college's service area.

Side 2

Course Title or Titles Under which Course will be Taught - The course title(s) under which the continuing education course will be offered should be entered here.

Course Hours - The maximum number of contact hours for which the continuing education course will be taught for a semester.

Course No.(s) - The course number(s) under which the continuing education course is to be offered for a two-year period. No two active courses may have the same course number.

HEGIS and Eligibility - To be completed by SBCC.

State Funding - To be completed by SBCC.

On/Off Campus Offering - Check one or both.

Has Course formerly been reviewed? - Answer appropriately. If yes, give appropriate information, completing all blanks.

Instructional Activity and/or Methods - Check appropriate answer. The college must define the types of instructional activities and/or methods which are incorporated in each continuing education course.

Course Intent - Check appropriate answer.

Special Population - Check appropriately.

Signatures and Dates - The chief administrator of continuing education at the college, as well as the college official compiling information needed for completion of the form, must sign all forms with date of signing. Unsigned forms will be returned to the college.

Illustrated on page 6 is a sample of a properly completed SBCC-CC-10 form, Continuing Education Courses for State Funding, side 1 and side 2.

Sample SBCC-CC-10 form, Continuing Education Course for State Funding.

Side 1

CONTINUING EDUCATION COURSE FOR STATE FUNDING

Course Title: Bank Management: Teller Training

College: Community College of Beltsville Target Population: General Population

Course Description and Objectives

This course is designed for the individual who is entering the Banking field at the teller/cashier level. Upon completion of the course an individual will develop adequate competencies in given areas to enable the individual to function effectively in this profession. Upon completion of the course the student will have completed:

1. A review of basic computational skills relevant to this profession (i.e.percentages).
2. Instruction in job related computational skills (i.e. computation of interest, balancing accounts).
3. Instruction in basic data entry techniques and computer maintenance.
4. A review of operation and function of job related office machinery.
5. Instruction in necessary social and communicative skills.
6. A review of the necessary concepts of human development, conflict resolution, and problem solving.
7. Instruction in introduction to banking & commercial credit (i.e. loans).
8. A review of banking history of Beltsville.

Supplemental College Comment

This course was requested by the First National Bank of Beltsville. It is a component of the bank's EEO program. All new employees take this course. An on-the-job-training segment is included but is not computed in contact hours presented here.

The purpose of this form is to determine eligibility of community college continuing education courses for State Funding.

SBCC-CC-10 (Rev 7/78) Submit Original

Side 2

Course Title or Titles Under which Course will be Taught	Course Hrs	Course No (s)	HEGIS	Eligibility
Bank Management: Teller Training	24	BKG001	5000	

State Funding: Requested X Not Requested ___ On Campus Offering ___ Off-Campus Offering X

Has course formerly been *reviewed*? Yes X No ___

If Yes: Fiscal Year '84 Course No. BKG000 Course Hours 24 Eligibility 1 (1, 2, or 3)

Instructional Activity and/or Methods (Please Check)

X a. Formal Course Offering
__ b. Course/Laboratory
__ c. Course/Field Work
__ d. Seminar
__ e. Conference
__ f. Lecture Series
__ g. Audio-Visual
__ h. Travel
__ i. Correspondence/ Self-Study
__ j. Newspaper/Self-Study
__ k. Individual Study/ Self-Paced
__ l. Programmed Instruction
__ m. Other (Identify) On-the-job training

Course Intent (Please Check)

X a. Vocational/Technical
__ b. Developmental
__ c. Community Development
__ d. Consumer
__ e. Health/Safety
__ f. Licensure/Certification
__ g. Industrial Training
__ h. Family/Life
__ i. Apprenticeship Related Instruction

Special Population

__ Senior Adult (60 above)
__ Handicapped
__ Disadvantaged
__ Other (Identify) None

J. B. Smith 4/1/85
Signature of Preparer Date

Thomas Jones 9/1/85
Signature-Dean, Cont. Educ Date

(FOR SBCC USE ONLY)

IV. INSTRUCTIONS FOR COMPLETION OF SBCC-CC-11 FORM

All continuing education courses submitted for review must be accompanied by a SBCC-CC-11 form, Data Monitoring Form--Continuing Education Courses for State Funding. This form is used in conjunction with the SBCC-CC-10 form. The purpose of the SBCC-CC-11 is to simplify for both the community colleges and the State Board for Community Colleges the recording of the individual courses submitted to the Board for State funding and to transmit to the colleges the Board's decisions pertaining to course eligibility for State funding.

The SBCC will forward copies of the SBCC-CC-11 form to each community college.

All continuing education course descriptive material is to be submitted on the SBCC-CC-11 as follows:

Course Number - Courses should be listed on this form in numerical order using this number.

College Course Title - The title of the course must be abbreviated in order not to exceed 50 spaces, the maximum number which can be entered into the existing SBCC computer program.

Course Hours - List the maximum number of contact hours for which the course will be taught in a term.

HEGIS, Eligibility, and Comment Code - The SBCC will complete these sections of the form.

The SBCC-CC-10 forms forwarded to the SBCC without an accompanying SBCC-CC-11 will be returned to the college.

A sample of a SBCC-CC-11 form, Data Monitoring Form--Continuing Education Courses for State Funding, is shown on page 8.

Sample SBCC-CC-11 form, Data Monitoring Form--Continuing Education Courses for State Funding.

DATA MONITORING FORM
CONTINUING EDUCATION COURSES FOR STATE FUNDING

TO BE COMPLETED BY COLLEGE:
COLLEGE: Beltsville Community
NO. CC-10'S SENT TO SBCC: 1
PREPARED BY: J. B. Smith
DATE: 9/1/85

College Course Number	College Course Title (50 spaces)	Course Hours	FOR USE BY SBCC: HEGIS Code No.	Eligibility	Comment Code*
BKG001	Bank Management: Teller Training	24			
5					
10					
15					
20					
25					

* Please see reverse side.

Evaluator	Reviewed	Returned

SBCC-CC-11 (Rev. 7-78)

Submit Original

V. INSTRUCTIONS FOR COMPLETION OF SBCC-CC-12 FORM

Courses for which State funding is not requested are submitted to the State Board for Community Colleges by using a SBCC-CC-12 form, Data Monitoring Form--Continuing Education Courses Not Requesting State Funding.

A completed SBCC-CC-12 form or a computer printout using the format of the SBCC-CC-12 form will be submitted to the SBCC for all courses for which State funding is not requested. The purpose of the form is to simplify the submission of courses for which State funding is not requested.

The same general instructions for completing the SBCC-CC-11 form are to be followed in completing the SBCC-CC-12 form with one exception. The SBCC-CC-12 form should be completed and sent to the State Board for Community Colleges along with the SBCC-CC-3 form.

If the college wishes to submit a SBCC-CC-10 form for courses for which State funding is not requested, it may do so. In this instance, however, the entire SBCC-CC-10 form should be completed and forwarded to the State Board for Community Colleges with a form SBCC-CC-3 and the SBCC-CC-12 form.

Illustrated on page 10 is a properly completed sample of the SBCC-CC-12 form, Data Monitoring Form--Continuing Education Courses Not Requesting State Funding.

Sample of SBCC-CC-12 form, Data Monitoring Form--Continuing Education Courses Not Requesting State Funding.

DATA MONITORING FORM
CONTINUING EDUCATION COURSES NOT REQUESTING STATE FUNDING

TO BE COMPLETED BY COLLEGE:
COLLEGE: Beltsville Community PREPARED BY: J. B. Smith
NO. CC-10'S SENT TO SBCC: 1 DATE: 9/1/85

	College Course Number	College Course Title *(50 spaces)*	Course Hours	*FOR USE BY SBCC:* HEGIS Code No.	Comment
	5-65-1	All That Glitters	3		
5					
10					
15					
20					
25					

SBCC-CC-12 (Rev. 7-78) *Submit Original*

VI. INSTRUCTIONS FOR COMPLETION OF SBCC-CC-3 FORM

When the SBCC-CC-10 information has been reviewed and the continuing education course has been approved for State aid, the SBCC-CC-3 form, Enrollment Report for (Equated Credit) Continuing Education Courses, is completed to secure State aid payment. The following procedure for completion of the SBCC-CC-3 form should be used by the college.

State reimbursement for continuing education courses is computed on the basis of enrollment data. The SBCC-CC-3 form is used by the community colleges for reporting enrollment in continuing education (equated credit) courses which have been previously approved for funding by the State Board for Community Colleges. The SBCC-CC-3 form provides the SBCC with the following certification statement relating to enrollment data:

> *This is to certify that this community college is eligible for State aid for the Maryland residents reported above for the _____ semester of the fiscal year ending June 30, ____ who are enrolled at this community college in college-level courses or their equivalent. No inaividuals included in the above counts are under 16 years of age. The above FTE measurements have been reduced by _____ FTE students because they were fully funded by federal or State contracts or grants.*

An important relationship exists between the SBCC-CC-10 and the SBCC-CC-3. Data entries on the SBCC-CC-10 effect the payment of State aid based on the SBCC-CC-3 submissions. Please note the following for the proper completion of the SBCC enrollment report for continuing education (equated credit) courses.

1. Enrollment in equated credit continuing education courses should be measured when one fifth of the total course hours has been completed. Only those students enrolling prior to the completion of one fifth of the courses and who are enrolled on the one-fifth date can be claimed for State aid purposes.

2. The SBCC-CC-3 reports may be submitted to the SBCC progressively throughout the fiscal year. Colleges are urged to submit the SBCC-CC-3 reports as early as possible; but in no case later than the end of the semester in which the continuing education courses are taught.

3. Colleges assign a unique course number and course title to each continuing education course at the time it is submitted to the SBCC for approval. The course title and course number approved by the SBCC on the SBCC-CC-10 form is the course number and course title that must be

consistently used for reporting purposes on the SBCC-CC-3. It is the responsibility of the community colleges to verify title and course number for proper crediting. Discrepancies will result in no State aid payment for such course at that time.

4. In courses approved for special student populations, i.e., handicapped, the State makes payment only for the special interest group participants. Such courses are deemed ineligible for any other students.

5. Courses listed on the SBCC-CC-3 must have been previously approved by the SBCC.

6. Each continuing education course must be listed separately on the SBCC-CC-3 form by course title and number. However, individual sections of the same course may be combined into a single entry if the college so desires.

7. A computer printout may be used as a substitute for the SBCC-CC-3 form as long as the original format is followed.

A sample of the SBCC-CC-3 form, Enrollment Report for (Equated Credit) Continuing Education Courses, is shown on page 13. A sample of a computer printout is shown on page 14.

The specific months for payment of State aid are set by State law. In the submission-payment process for continuing education courses approved for State funding, the following schedule will be observed by the SBCC.

Last date for submission of SBCC-CC-10 and SBCC-CC-11	Last date for submission of SBCC-CC-3 and SBCC-CC-12	Date of Payment by SBCC
May 31, 1979	June 15, 1979	June 29, 1979
September 28, 1979	October 18, 1979	November 1, 1979
February 1, 1980	February 20, 1980	February 29, 1980
May 29, 1980	June 16, 1980	June 30, 1980

Sample of SBCC-CC-3 form, Enrollment Report for (Equated Credit) Continuing Education Courses.

STATE BOARD FOR COMMUNITY COLLEGES

ENROLLMENT REPORT FOR (EQUATED CREDIT) CONTINUING EDUCATION COURSES

(Community College)

	Col. 1		Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
	Continuing Education Courses			(Col. 2 ÷ 15)			(Col. 3 X Col. 4 ÷ 30)
	Course Number	Course Title	Total Course Hours	Equated Credit Hours	Maryland Residents	Other States and Foreign Students	FTE Students
5							
10							
15							
		TOTALS					

INSTRUCTIONS: Column 1--the course number should contain no more than six (6) characters; the course title should be abbreviated to no more than fifty (50) characters. Column 3--divide column 2 by 15 and enter the result of this division. Column 6--multiply the equated credits (column 3) by the number of Maryland residents (column 4), divide this product by 30, and enter the result. Column 6 should show two decimal places.

CERTIFICATE OF MARYLAND STUDENTS FOR STATE AID

This is to certify that this community college is eligible for State Aid for the Maryland residents reported above for the _____ semester of the fiscal year ending June 30, _____ who are enrolled at this community college in college-level courses or their equivalent. No individuals included in the above counts are under 16 years of age. The above FTE measurements have been reduced by _____ FTE students because they were fully funded by federal or State contracts or grants.

_____ _____ _____

[Signature of Preparer] *[Date]* *[Signature of President]*

SBCC-CC-3 (Rev. 7-78)

Sample of computer printout, Enrollment Report for (Equated Credit) Continuing Education Courses.

ENROLLMENT REPORT
FOR (EQUATED CREDIT) CONTINUING EDUCATION COURSES

BELTSVILLE COMMUNITY COLLEGE

	1		2	3	4	5	6
	CONTINUING EDUCATION COURSES (BY TITLE)	COURSE NUMBER	TOTAL COURSE HOURS	(COL. 2 / 15) EQUATED CREDIT HOURS	MARYLAND RESIDENTS	OTHER STATES AND FOREIGN STUDENTS	(COL. 3X 4 / 30) FTE STUDENTS
1	SOLR ENERGY INSTL & MAIN	ABC010	30.00	2.000	12		.80
2	BOILERS, PUMPS & FANS	DEF011	54.00	3.600	17		2.04
3	CONSTRUCTION COST ESTNG	GHI012	30.00	2.000	8		.53
4	AIR CONDITIONING EQUIP	JKL013	30.00	2.000	18		1.20
5	INTRDCTN PWR PLNT TECHNLG	MNO014	38.40	2.560	36		3.07
6	INTRDCTN PWR PLNT TECHNLG	PQR015	38.40	2.560	29		2.47
7	PNEUMATIC CONTROL MAIN	STU016	36.00	2.400	23		1.84
8	RECREATIONAL LEADRS TRNG	VWX017	12.00	.800	9		.24
9	CARDIOPULMONARY RESUSCITA	XYZ018	3.60	.240	27		.22
10	ADV FIRST AID/EMERGENCY	ADG019	48.00	3.200	17		1.81
11	CREATIVE JB SRCH TCHN/HND	DEH020	14.40	.960	102		3.26
12	CREATIVE JB SRCH TCHN/HND	DEH020	14.40	.960	106		3.39
13	HUMAN POTNTL TRNG/BASIC	EAH021	21.60	1.440	8		.38
14	HUMAN POTNTL TRNG/BASIC	EAH022	18.00	1.200	10		.40
15	CREATIVE CAREER DVLPMNT	HIS100	9.00	.600	78		1.56
16	EFFV MTHDS ACHVNG CR PRSN	HIS101	14.40	.960	10		.32
17	EFFV MTHDS ACHVNG CR PRSN	HIS202	9.00	.600	21		.42
18	EFFV MTHDS ACHVNG CR PRSN	HIS303	4.80	.320	8		.09
19	RDNG-EFFCTVE PRSNL LVNG	GAD334	27.00	1.800	19		1.14
20	RDNG-EFFCTVE PRSNL LVNG	GAD335	21.60	1.440	12		.58
		TOTAL	474.60	31.640	570		25.76

THIS IS TO CERTIFY THAT THIS COMMUNITY COLLEGE IS ELIGIBLE FOR STATE AID FOR THE MARYLAND RESIDENTS REPORTED ABOVE FOR THE Fall SEMESTER OF THE FISCAL YEAR ENDING JUNE 30, 1985 WHO ARE ENROLLED AT THIS COMMUNITY COLLEGE IN COLLEGE-LEVEL COURSES OR THEIR EQUIVALENT. NO INDIVIDUALS INCLUDED IN THE ABOVE COUNTS ARE UNDER 16 YEARS OF AGE.

J. B. Smith — (PREPARED BY)

9/1/85 — (DATE)

John T. Jones — (COLLEGE PRESIDENT)

VII. RESUBMISSIONS

RESUBMISSION FOR COURSES SUBMITTED FOR STATE FUNDING

A continuing education course which has been denied approval for State funding may be resubmitted to the SBCC at any time.

A new SBCC-CC-10 form must be completed for such courses with new descriptive information substantiating the course as nonrecreational and illustrating the conformity of course objectives and description to the areas of vocational-technical education industrial training, consumer education, community development, health and safety education, remedial education, and developmental education.

RESUBMISSION FOR NEW COURSE TITLE

If the continuing education course has been approved but requires a new course title, a new SBCC-CC-10 form must be completed and submitted for the course with a new course number.

RESUBMISSION FOR INCREASE/DECREASE COURSE HOURS

Any continuing education course which is abbreviated or expanded in hours by 25 percent or more must be resubmitted for approval.

RESUBMISSION FOR NEW COURSE NUMBER

Colleges may submit course number changes on a SBCC-CC-11 form. If no full-time equivalent students have been reported with the original number, that course number will be deleted and the new number listed. After deletion, the previous number may be used by the college for another course.

If full-time equivalent students have been reported with the original number, the new course number will be placed in the inventory; however, the original course number will remain on file and may not be used to represent another course.

VIII. APPEAL PROCESS

The community colleges may appeal any determination of eligibility made by the State Board for Community Colleges for courses submitted but denied approval for State funding. To appeal, the college personnel should consult with the Director of Continuing Education to present new data and materials.

If further negotiation is necessary, the Director of Continuing Education will apprise the Executive Director of the State Board for Community Colleges of the appeal. The college has the prerogative to request a hearing before the Board after review by the Executive Director.

IX. BIANNUAL REVIEW PROCESS

After a course has been approved for two or more fiscal years, a review of that course will be conducted by the State Board for Community Colleges. At the conclusion of each two-year approval period, the college will receive a listing of those courses for which approval has been continued.

Biannual Review Process - In April of each year a listing of the courses to be reviewed will be forwarded to the college.

The following courses will be automatically deleted as of July 1, 1978 from each college inventory:

1. Courses which were either ineligible or for which State funding was not requested for the past two years.

2. Courses which have not generated any full-time equivalent students for two years.

3. Courses offered for less than five (5) hours a semester.

A review of all remaining continuing education courses will be conducted and a meeting will be scheduled with each dean to discuss the review.

APPENDIX A

TERMINOLOGY USED IN THIS MANUAL

State participation in the funding of continuing education is based on a course-by-course evaluation process. Within the framework of State level approval, these definitions are recognized by the State Board for Community Colleges as operational definitions.

Individual community colleges in Maryland and elsewhere use certain terms in different ways. Within the State Board for Community Colleges continuing education course approval format, the following words have the meanings indicated unless the context clearly requires otherwise.

Adult Basic Education - Instruction in communicative, computational, and social skills for adults whose inability to effectively use these skills substantially impairs their obtaining or retaining employment commensurate with their real ability.[1]

Apprenticeship Course - The related educational instructional component of an apprenticeship program offered by a community college.

Board - As contrasted with the acronym "SBCC", Board refers to decisions made by the State Board for Community Colleges.

Contact Hours - Fifty-minute instructional periods in which there is direct faculty-student contact.

Continuing Education - Noncredit courses designed primarily for part-time and returning students. Some noncredit courses are self-supporting and some are State-assisted.

Continuing Education Course Inventory - A State Board for Community Colleges listing by college and course number of all community college noncredit courses.

Continuing Education Unit - A uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in noncredit continuing education.[2] The use of this notation regarding a continuing education course shall not be required or administered by the State Board for Community Colleges and the awarding of a Continuing Education Unit (CEU) shall have no impact on the approval of a course for State funding.

Course - Formal instruction or other planned educational experiences with established goals and under the guidance of a faculty member.

Course Number - A college assigned number not exceeding six letters, numbers, spaces, or punctuation marks used for reporting purposes to the State Board for Community Colleges. No two continuing education courses from a specific college may be assigned the same course number.

Disadvantaged - One whose economic, educational, or cultural development may limit or inhibit growth or learning opportunities.

Equated Full-Time Equivalent (FTE) Student - Equated full-time equivalent students (Maryland) are computed by dividing the minutes of direct instruction by 50 to determine the number of contact hours; dividing total contact hours by 15 to determine equated credits; multiplying this result by the number of Maryland residents enrolled; and dividing this result by 30.

Handicapped - One who has a physical or mental impairment which substantially limits one or more major life activities.

Joint College Sponsorship of A Course - A course in which the academic and administrative control rests with two or more community colleges.

SBCC - The term is used to indicate the staff of the agency.

Senior Citizen - A resident of Maryland 60 years of age or over at time of registration.

State Funds - Funds which are paid from the General Fund budget of the several agencies of the State, excluding federal funds received by State agencies.

Student - An enrolled person who is at least 16 years of age.

Student Records - Original records signed by the student and maintained by the college for five years certifying the student registration, enrollment, address, and tuition and/or fee paid in continuing education courses.

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1 *Yearbook of Adult and Continuing Education*, 1977-78, Third Edition, Marquis Academic Media, Chicago, Ill.

2 Ibid.

APPENDIX B

COMMUNITY SERVICES RESOLUTION

WHEREAS, The comprehensive community college is designed to serve the needs of all the citizens residing in the geographical area served by the college;

WHEREAS, All Maryland community colleges presently offer community services programs; and

WHEREAS, In 1970, approximately twenty thousand Maryland citizens enrolled in courses developed by community services programs in addition to thousands of citizens who participated in and attended concerts, plays, choruses, fine arts workshops, and many other related activities sponsored by community services programs;

NOW, THEREFORE, BE IT RESOLVED, That the Maryland State Board for Community Colleges supports and offers encouragement to the colleges for continued development and expansion of community services programs as a significant function and responsibility of the Maryland community colleges.

Adopted by
Maryland State Board for Community Colleges
January 1971

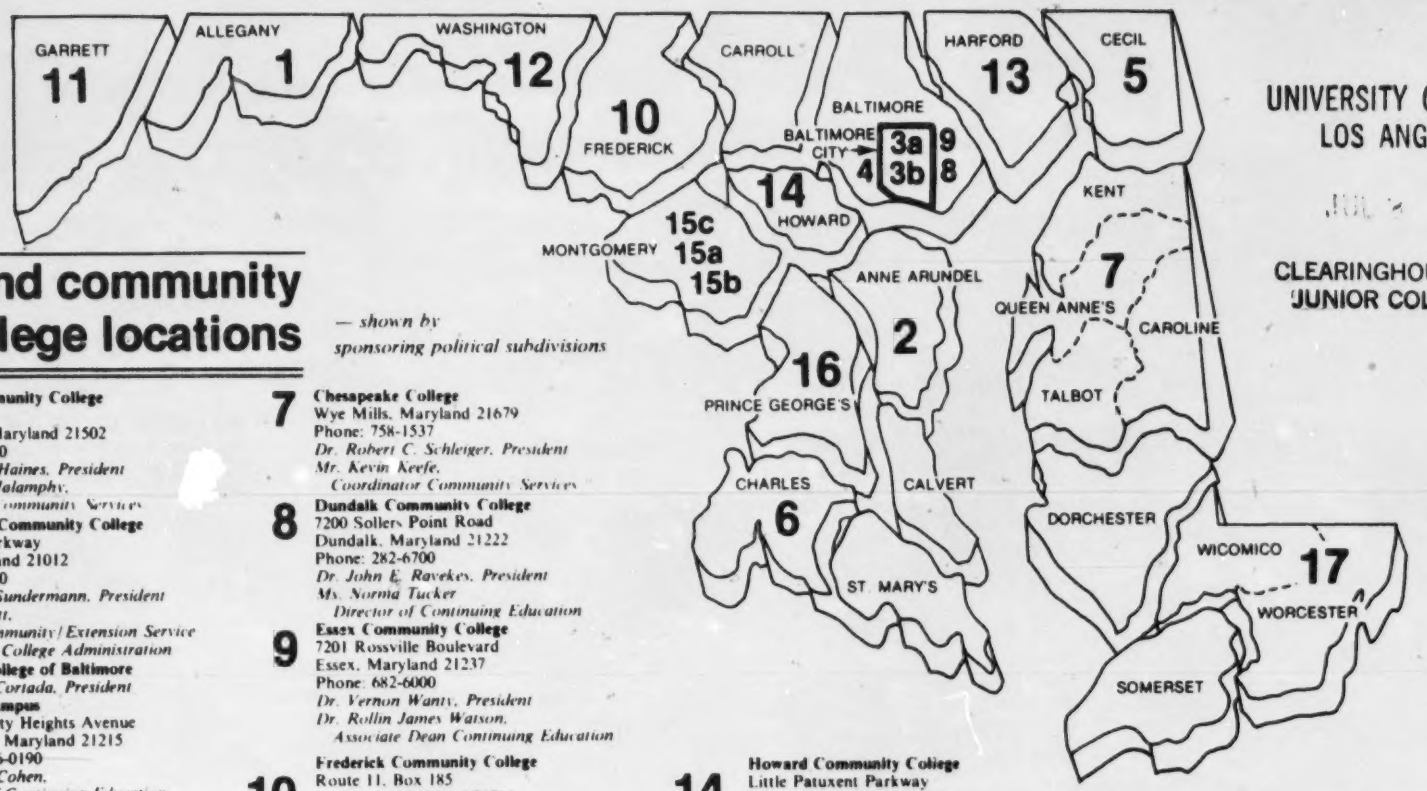
UNIVERSITY OF CALIF.
LOS ANGELES

JUL 1978

CLEARINGHOUSE FOR
JUNIOR COLLEGES

maryland community college locations

— *shown by sponsoring political subdivisions*



1 **Allegany Community College**
P.O. Box 1695
Cumberland, Maryland 21502
Phone: 724-7700
Dr. W. Ardell Haines, President
Dr. Hugh F. Malamphy,
Director of Community Services

2 **Anne Arundel Community College**
101 College Parkway
Arnold, Maryland 21012
Phone: 647-7100
Dr. Justus D. Sundermann, President
Dr. Melvin Britt,
Dean of Community/Extension Service and Evening College Administration

3 **Community College of Baltimore**
Dr. Rafael L. Cortada, President

a **Liberty Campus**
2901 Liberty Heights Avenue
Baltimore, Maryland 21215
Phone: 396-0190
Dr. Jerry Cohen,
Dean of Continuing Education

b **Harbor Campus**
Lombard Street at Market Place
Baltimore, Maryland 21202
Phone: 396-0997
Mr. Joseph Culotta,
Dean of Continuing Education

4 **Catonsville Community College**
800 South Rolling Road
Catonsville, Maryland 21228
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Dr. B. A. Barringer, President
Mr. James L. Oates,
Head of Continuing Education

5 **Cecil Community College**
Route 1, Box 57
North East, Maryland 21901
Phone: 287-6060
Dr. Robert L. Gell, Acting President
Mr. Dale Ziegler,
Director of Continuing Education

6 **Charles County Community College**
Mitchell Road, Box 910
La Plata, Maryland 20646
Phone: 870-3008
Dr. J. N. Carsey, President
Dr. Trevor Carpenter,
Associate Dean Student Personnel and Community Services

7 **Chesapeake College**
Wye Mills, Maryland 21679
Phone: 758-1537
Dr. Robert C. Schleger, President
Mr. Kevin Keefe,
Coordinator Community Services

8 **Dundalk Community College**
7200 Sollers Point Road
Dundalk, Maryland 21222
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Dr. John E. Ravekes, President
Ms. Norma Tucker
Director of Continuing Education

9 **Essex Community College**
7201 Rossville Boulevard
Essex, Maryland 21237
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Dr. Vernon Wanty, President
Dr. Rollin James Watson,
Associate Dean Continuing Education

10 **Frederick Community College**
Route 11, Box 185
Frederick, Maryland 21701
Phone: 662-0101
Dr. Carl H. Mitlehner, Acting President
Mr. J. LeRoy Frazier,
Director Evening Programs and Continuing Education

11 **Garrett Community College**
Box 151
McHenry, Maryland 21541
Phone: 387-6666
Dr. Jan W. Janssen, Acting President
Mr. Lowell E. Bender,
Director Adult Continuing Education

12 **Hagerstown Junior College**
751 Robinwood Drive
Hagerstown, Maryland 21740
Phone: 790-2800
Dr. Atlee C. Kepler, President
Dr. Frederick F. Otto,
Dean of Community Services

13 **Harford Community College**
401 Thomas Run Road
Bel Air, Maryland 21014
Phone: 879-8920
Dr. Alfred C. O'Connell, President
Mr. James LaCalle,
Associate Dean Continuing Education

14 **Howard Community College**
Little Patuxent Parkway
Columbia, Maryland 21043
Phone: 992-4823
Dr. Alfred J. Smith, Jr., President
Ms. Jane Walker,
Director Community Education

15 **Montgomery Community College**
Dr. William C. Strasser, President
Mr. Howard Geer,

a *Dean Community Services*

Rockville Campus
51 Mannakee Street
Rockville, Maryland 20850
Phone: 762-7400

b **Takoma Park Campus**
Takoma Avenue and Fenton Street
Takoma Park, Maryland 20012
Phone: 587-4090

Germantown Campus

c Box 280
Germantown, Maryland 20767
Phone: 869-2800

16 **Prince George's Community College**
301 Largo Road
Largo, Maryland 20870
Phone: 336-6000
Dr. Robert I. Bickford, President
Dr. Thomas E. Florestano,
Dean Evening and Community Education

17 **Wor-Wic Tech Community College**
1202 Old Ocean City Road
Salisbury, Maryland 21801
Phone: 749-8181
Dr. Arnold H. Maner, President
Mrs. Nola Arnold,
Director Community Education and Services